

Department of Buildings & General Services
Office of the Commissioner
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Agency of Administration

MEMORANDUM:

To: Brenda Berry, Assistant Director of Administrative Services, Agency of Natural Resources

From: Michael J. Obuchowski, Commissioner of Buildings and General Services

Date: July 1, 2016

Re: Blanket Delegation of Authority BDA-14

This delegation authorizes the Agency of Natural Resources to contract for projects involving earthwork, including miscellaneous equipment rental, up to a limit of \$15,000 for any individual project. Larger expenditures are to follow established contracting procedures. The intent of this delegation is to give your agency the ability to perform small site work projects. These projects may involve various types of aggregate such as sand, gravel, crushed stone, and topsoil. Paving is not included.

It is a requirement of this delegation that bids will be solicited by your agency and that departmental files be maintained on such projects for a period of at least three years. If there are no bids, a justification for selecting the firm or individual employed must be retained in the file.

All agreements entered into by your agency under this delegation must meet requirements of 32 V.S.A., Section 3113, as it relates to Vermont Tax Certification.

No prior approval from this office will be necessary.

- When processing invoices for materials purchased under this BDA please reference VISION Procedure #3: PO's, Contracts and BDA's. VISION Procedure #3 can be found on the VISIONS Home page of the Finance & Management website at <http://finance.state.vt.us/vision/>.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable federal requirements including Certification Regarding Debarment. On April 1, 2007 the Commissioner of Finance & Management issued Finance & Management Policy #1: Suspension and Debarment Policies & Procedures. This policy was created to address federal requirements prohibiting purchases from vendors who have been suspended or debarred by the federal government. The policy extends the federal requirements to all purchases made by the State of Vermont (within certain thresholds), regardless of funding source. The policy requires departments to verify that a vendor has not been suspended or debarred before making a covered purchase. Policy #1 can be found on the Policies page of the Finance & Management website at <http://finance.state.vt.us/Policies.htm> and it describes the procedures that must be followed to verify and document that a vendor has not been suspended or debarred.
- It is the Department's responsibility to ensure that purchases made under this BDA comply with all applicable state requirements including Certification Regarding Debarment which requires the Agency of Administration to ensure that the state and any of its subdivisions do not contract, directly or indirectly, with employers who are prohibited from contracting by the commissioner of labor pursuant to 21 V.S.A. Sec. 692, 708, and 1314a or the commissioner of banking, insurance, securities, and health care administration pursuant to 8 V.S.A. Section 3661. <http://bgs.vermont.gov/purchasing/debarment>
- Agency and Department heads are responsible for all actions taken under this delegation including compliance with all applicable laws and Administrative Bulletin 3.5. Managers are encouraged to require that competitive pricing be obtained whenever possible. The Office of Purchasing and Contracting is available to provide assistance and advice on sources and procedures.



This delegation is effective until June 30, 2017, at which time it may be reviewed.

Cc: Deborah Damore, Purchasing and Contracting Director
Natalie Dowling, Senior Purchasing Agent
Karen Robbins, Business Office, Agency of Natural Resources
Michael Wichowski, Agency of Natural Resources
Finance & Management
Financial Operations